

ASSIGNED TASKS

GUIDE



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Introduction

The OnSemble Assigned Tasks Application helps automate task flows and checklists for many different types of processes. Kick off a task flow and let OnSemble delegate individual tasks to the appropriate team members. OnSemble helps you keep track of progress of your task throughout its journey. Employees responsible for completing certain tasks will be alerted when their task queue has items waiting for their attention, making it easy for everyone to keep the task flow moving until completion.

Core Concepts

There are some core concepts and terms that you should be familiar with when dealing with the Assigned Tasks Application. These terms will give you a fundamental understanding of several of the essentials used in the application.

Key Items

The terms below cover the key items in the Assigned Tasks application.

Task

A Task is an individual step in the overall workflow. As Tasks are marked complete, the process moves to the next determined step, one by one, until the entire TaskFlow is complete.

TaskFlow

The TaskFlow is a process configured by the Module Administrator to complete a specific task. A popular example is the “New Hire TaskFlow”. This TaskFlow will contain many separate Tasks laid out in a precise order, delegated out and completed one by one to get the entire process complete.

Key People

Here are some key user types that will need to be configured in the Assigned Tasks Application.

Process Managers

Process Managers can use the My TaskFlows Island to view the progress of their TaskFlows.

Process Initiators

Process Initiators are the individuals who can use the My TaskFlows island to kick off a new TaskFlow process.

Task Completers

Each Task in a TaskFlow needs to be completed. Users assigned to the Task Completer status will have the ability to mark their specific tasks as being done, so the process can move along to the next task in the flow.

Islands

There are only two islands for the Assigned Tasks Application: The My Assigned Tasks island, and the My TaskFlows island.

My Assigned Tasks Island

The My Assigned Tasks island is used for keeping track of all of the tasks that are ready for your attention. Use this island to mark Tasks as complete, so they can continue to move through the entire TaskFlow.

Change page: << < 1 > >> | Displaying page 1 of 1, items 1 to 3 of 3

| Task | Item | Task Due Date | Workflow Due Date | Task Description | Attachments |
|---|--|---------------|-------------------|---|-------------|
| Ensure employee completes application | New Hire - Employee Jane Smith Number: | 3/2/2018 | 3/6/2018 | Employee must completely fill out an application. This will be used to populate many other fields in the future | |
| Create Windows Login | New Hire - Employee Jane Smith Number: | 3/3/2018 | 3/6/2018 | Create an account for the employee in active directory. | |
| Have employee watch orientation video | New Hire - Employee Jane Smith Number: | 3/4/2018 | 3/6/2018 | Employee must watch full video | |

Change page: << < 1 > >> | Displaying page 1 of 1, items 1 to 3 of 3

My TaskFlows Island

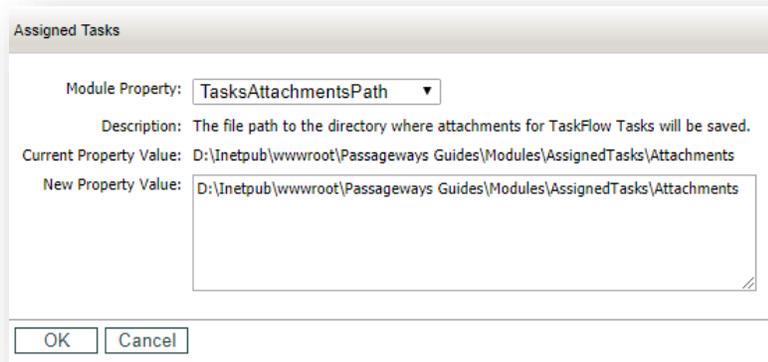
As a Process Manager, keep track of your TaskFlows that are currently in progress with the My TaskFlows Island. At any time, you'll be able to use this island to call an audible, reassigning delegated tasks as needed to ensure workflow progresses and is eventually completed.

Filter

| TaskFlow Name | Tasks Completed | Percentage | Delete | | | | | | | | | | | | | | | | |
|---|---|-------------|------------|------------|---|---|---------|--|--------------------------------------|---|---------|--|---|--------------------------------|---------|--|--|--|--|
| <div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="font-size: 0.8em;"> ☰ New Hire - Jane Smith 11223344 Employee New Hire Process started on 2/28/2018 4:37:59 PM </div> <div style="text-align: right;"> 0 of 3 </div> </div> <div style="margin-top: 5px;"> 0% <div style="width: 20px; height: 10px; background-color: #ccc; border: 1px solid #ccc;"></div> <div style="display: flex; justify-content: space-between; font-size: 0.7em; margin-top: 2px;"> 0% 50% 100% </div> </div> <div style="text-align: right; margin-top: 5px;"> ✖ </div> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 15%;">Task</th> <th style="width: 45%;">Description</th> <th style="width: 15%;">Status</th> <th style="width: 25%;">Attachment</th> </tr> </thead> <tbody> <tr> <td>Ensure employee completes application</td> <td>Employee must completely fill out an application. This will be used to populate many other fields in the future</td> <td style="text-align: center;">pending</td> <td></td> </tr> <tr> <td>Create Windows Login</td> <td>Create an account for the employee in active directory.</td> <td style="text-align: center;">pending</td> <td></td> </tr> <tr> <td>Have employee watch orientation video</td> <td>Employee must watch full video</td> <td style="text-align: center;">pending</td> <td></td> </tr> </tbody> </table> | Task | Description | Status | Attachment | Ensure employee completes application | Employee must completely fill out an application. This will be used to populate many other fields in the future | pending | | Create Windows Login | Create an account for the employee in active directory. | pending | | Have employee watch orientation video | Employee must watch full video | pending | | | | |
| Task | Description | Status | Attachment | | | | | | | | | | | | | | | | |
| Ensure employee completes application | Employee must completely fill out an application. This will be used to populate many other fields in the future | pending | | | | | | | | | | | | | | | | | |
| Create Windows Login | Create an account for the employee in active directory. | pending | | | | | | | | | | | | | | | | | |
| Have employee watch orientation video | Employee must watch full video | pending | | | | | | | | | | | | | | | | | |

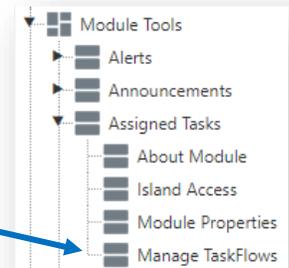
Important Module Properties

Module Properties for the Assigned Tasks Application can be found in Module Tools > Assigned Tasks > Module Properties. Here, you'll find two settings, but only one that might ever need to change. **TasksAttachmentsPath** is the file path to the location where Task attachments will be saved.



Managing TaskFlows

TaskFlows are created, edited, and managed from the Manage TaskFlows Module Tool. To access this location, navigate to Module Tools > Assigned Tasks > Manage TaskFlows.



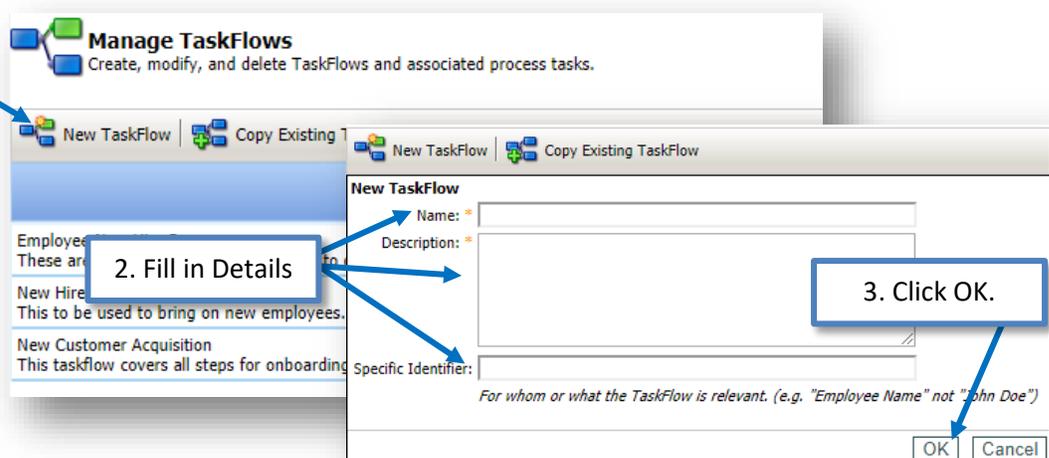
Manage TaskFlows

Creating a New TaskFlow

The creation of TaskFlows is performed by the Portal Administrator, or anyone who has been assigned as a Module Administrator for the Assigned Tasks Module Tool. Generally, if a new TaskFlow is needed, a request is sent to this person to create it.

To create a new TaskFlow, simply click New TaskFlow at the top of the Manage TaskFlows page. Give your new TaskFlow a name, description, and unique identifier. The identifier is a field that will help distinguish simultaneous TaskFlows of the same type from one another. As an example, if you are creating a New Hire workflow, you might want to put "Name" or "Employee ID" as the Identifier. This way, when this TaskFlow is initiated, the Name or the ID is used to differentiate the multiple TaskFlows.

1. Click New!



2. Fill in Details

3. Click OK.

Editing a TaskFlow

To edit any of the details set during the creation of the TaskFlow, click the Edit icon next to the TaskFlow in the Manage TaskFlows Module Tool, make your desired changes, and then click Update to save them.

Manage TaskFlows
Create, modify, and delete TaskFlows and associated process tasks.

New TaskFlow Copy Existing TaskFlow

| Name Description | Identifier Label | Number of Tasks | Edit Process Managers | Edit Process Initiators | Edit Process Tasks | Edit | Delete |
|--|------------------|-----------------|-----------------------|-------------------------|--------------------|------|--------|
| Employee New Hire Process These are the steps that should be used to onboard a new employee. | Employee Number | 3 | | | | | |
| New Customer Acquisition This taskflow covers all steps for onboarding a new customer into our organization. | Customer Name | 4 | | | | | |
| New Hire Process 2018 This is the process to be followed for all new hires added to the organization in 2018. | NewHire2018 | 0 | | | | | |

1. Click Edit

2. Make Changes

1. Click Update

New Hire Process 2018
This is the process to be followed for all new hires added to the organization in 2018.

NewHire2018

0

update cancel

Managing Process Managers

Now that our new TaskFlow has been created, we can associate some users who will be the Process Managers. These users will oversee the entire process as it is being executed. Click the icon in the Edit Process Managers column to begin. Use the user-selection tool to move any number of users from the left column into the right column to grant the Process Manager permission, then click OK to save.

Manage TaskFlows
Create, modify, and delete TaskFlows and associated process tasks.

New TaskFlow Copy Existing TaskFlow

| Name Description | Identifier Label | Number of Tasks | Edit Process Managers | Edit Process Initiators | Edit Process Tasks | Edit | Delete |
|--|------------------|-----------------|-----------------------|-------------------------|--------------------|------|--------|
| Employee New Hire Process These are the steps that should be used to onboard a new employee. | Employee Number | 3 | | | | | |
| New Customer Acquisition This taskflow covers all steps for onboarding a new customer into our organization. | Customer Name | 4 | | | | | |
| New Hire Process 2018 This is the process to be followed for all new hires added to the organization in 2018. | NewHire2018 | 0 | | | | | |

1. Click Edit

New Hire Process 2018 Managers

Process managers are able to configure initiators for this business process. Typically, process managers are department managers who are managing the pages within a particular department. Example: The HR Manager may be the process manager of the New Employee Business Process

Adam Dian
Alfred Pennyworth
Anne Wertz
Brian Bauer
Bruce Banner
Bruce Wayne
Content Footer

Add >
< Remove
Add All >>
<< Remove All

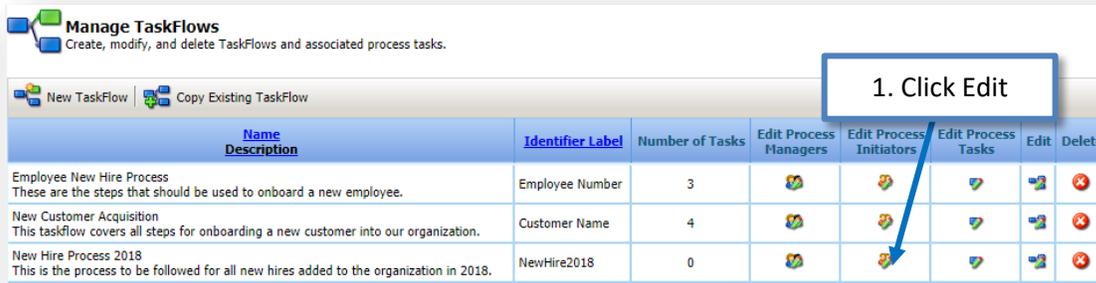
2. Select Users

3. Click OK

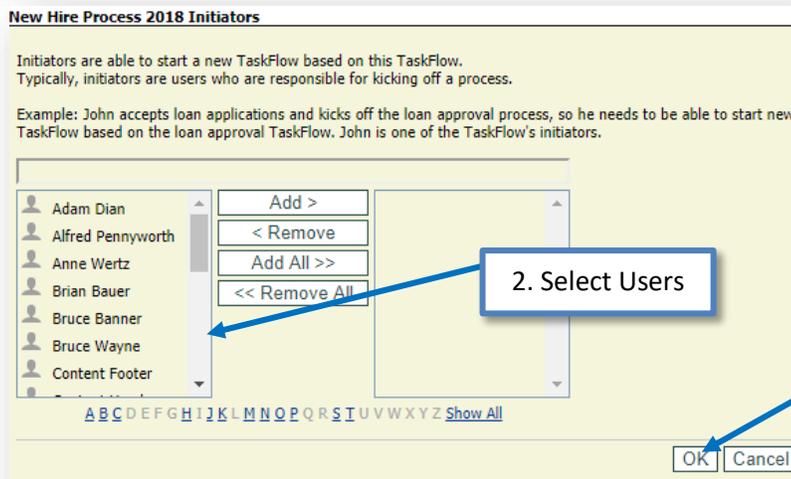
OK Cancel

Managing Process Initiators

Next, we will select the users who will be the Process Initiators for this new TaskFlow. Users selected for this permission will be able to kick off the TaskFlow process and begin the entire process. Setting this up is almost identical to how we set the Process Managers in the previous step. Click the Edit button under the Edit Process Initiators column, then use the selection tool to choose which users will have this permission, and click OK to save.



| Name Description | Identifier Label | Number of Tasks | Edit Process Managers | Edit Process Initiators | Edit Process Tasks | Edit | Delete |
|--|------------------|-----------------|-----------------------|-------------------------|--------------------|------|--------|
| Employee New Hire Process These are the steps that should be used to onboard a new employee. | Employee Number | 3 | | | | | |
| New Customer Acquisition This taskflow covers all steps for onboarding a new customer into our organization. | Customer Name | 4 | | | | | |
| New Hire Process 2018 This is the process to be followed for all new hires added to the organization in 2018. | NewHire2018 | 0 | | | | | |



New Hire Process 2018 Initiators

Initiators are able to start a new TaskFlow based on this TaskFlow. Typically, initiators are users who are responsible for kicking off a process.

Example: John accepts loan applications and kicks off the loan approval process, so he needs to be able to start new TaskFlow based on the loan approval TaskFlow. John is one of the TaskFlow's initiators.

Adam Dian
Alfred Pennyworth
Anne Wertz
Brian Bauer
Bruce Banner
Bruce Wayne
Content Footer

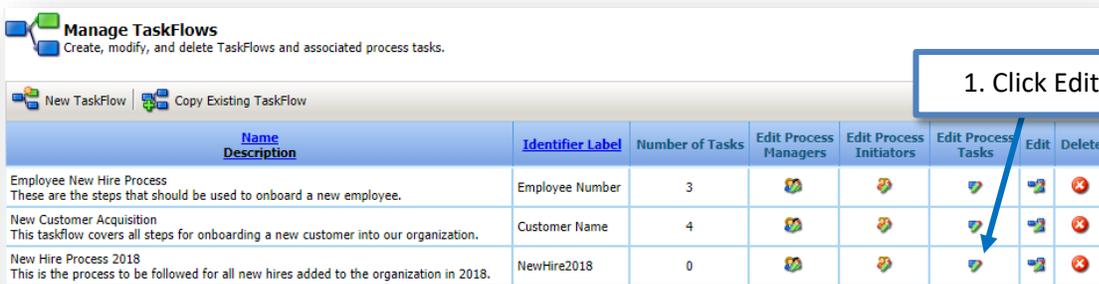
Add >
< Remove
Add All >>
<< Remove All

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Show All

OK Cancel

Managing Process Tasks

TaskFlows are made up of a series of Tasks that need to be completed. Tasks are generally assigned to a specific user or role to complete, and are occasionally dependent on another task being completed before another can be finished. Click the Edit Process Tasks icon to get started.



| Name Description | Identifier Label | Number of Tasks | Edit Process Managers | Edit Process Initiators | Edit Process Tasks | Edit | Delete |
|--|------------------|-----------------|-----------------------|-------------------------|--------------------|------|--------|
| Employee New Hire Process These are the steps that should be used to onboard a new employee. | Employee Number | 3 | | | | | |
| New Customer Acquisition This taskflow covers all steps for onboarding a new customer into our organization. | Customer Name | 4 | | | | | |
| New Hire Process 2018 This is the process to be followed for all new hires added to the organization in 2018. | NewHire2018 | 0 | | | | | |

Creating New Tasks

Click the text that says “Create New task for...” and begin filling in the details of your first step of the TaskFlow. Type in a name and description for this task. Next, select if this task will be dependent on another task in this workflow. Lastly, choose the user(s) who will have the authority to mark this task as being complete and send the TaskFlow to the next Task. Feel free to choose as many users as you think necessary here. Any one single person can mark the task as complete to continue the progress.

1. Click [Create new task for New Hire Process 2018](#)

2. Click **New Task**

3. Insert Name and Description

4. Set Task Dependency

5. Select Task Completers

6. Click **OK**

Below is an example of a TaskFlow containing five Tasks. When a Process Initiator starts this TaskFlow, both the “CopyID” task and the “Give Tour” tasks are sent out to be completed immediately. The “CopyID” task can be completed by anyone in the Senior Managers Role, but only Anne or James can complete the “Give Tour” task.

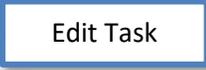
When the “CopyID” task is marked as complete, Matt and Nathan will receive alerts that the “Give Copy of ID to HR” and “Give Copy of ID to IT” tasks are now ready to be completed. This is due to the task dependency configured during the Task creation step mentioned above.

| Summary | Description | Can Perform Task | Edit | Delete |
|------------------------------|---|---------------------------------------|------|--------|
| Copy ID | Photocopy new hire's Identification | Roles: Senior Managers | | |
| Give copy of ID to HR | Deliver a copy of the new hire's ID to the HR Department. | Users: Matt Holmes Nathan Deno | | |
| Give copy of ID to IT | Deliver a copy of the new hire's ID to the IT Department. | Users: Matt Holmes Nathan Deno | | |
| Create Windows Login Account | Create a new windows login for the new hire. | Users: Shane Reining | | |
| Give Tour | Give the new hire a tour of the facilities. | Users: Anne Wertz James Howlett | | |

Editing and Deleting Tasks

Individual TaskFlow Tasks can be altered or removed entirely by clicking the respective Edit and Delete buttons located below.

| <u>Summary</u> | <u>Description</u> | Can Perform Task | Edit | Delete |
|--------------------------------|---|---------------------------------------|---|---|
| Copy ID | Photocopy new hire's Identification | Roles: Senior Managers |  |  |
| ↳ Give copy of ID to HR | Deliver a copy of the new hire's ID to the HR Department. | Users: Matt Holmes Nathan Deno |  |  |
| ↳ Give copy of ID to IT | Deliver a copy of the new hire's ID to the IT Department. | Users: Matt Holmes Nathan Deno |  |  |
| ↳ Create Windows Login Account | Create a new windows login for the new hire. | Users: Shane Reining |  |  |
| Give Tour | Give the new hire a tour of the facilities. | Users: Anne Wertz James Howlett |  |  |

 Edit Task

 Delete Task

Working with the My TaskFlows Island

The My TaskFlows island is used by both the Process Managers and the Process Initiators. Managers will use this island to review the progress of their TaskFlows, and Initiators will use it to start a new TaskFlow.

Viewing In-Progress TaskFlows

For a Process Manager, the My TaskFlows island will display a list of TaskFlows that have already been initiated and are somewhere in the middle of their process. Details of each separate TaskFlow can be viewed by simply clicking the + symbol located next to the TaskFlow's name. View the details of any one single task by clicking the task's name.

Expand/Collapse View

| TaskFlow Name | Tasks Completed | Percentage | Delete | | | | | | | | | | | | | | | | |
|--|---|--|---|------|-------------|--------|------------|---|---|---------|--|--------------------------------------|---|---------|--|---|--------------------------------|---------|--|
|  New Hire - Jane Smith 11223344 Employee New Hire Process started on 2/28/2018 4:37:59 PM | 0 of 3 | 0%  |  | | | | | | | | | | | | | | | | |
| <table border="1"><thead><tr><th>Task</th><th>Description</th><th>Status</th><th>Attachment</th></tr></thead><tbody><tr><td>Ensure employee completes application</td><td>Employee must completely fill out an application. This will be used to populate many other fields in the future</td><td>pending</td><td></td></tr><tr><td>Create Windows Login</td><td>Create an account for the employee in active directory.</td><td>pending</td><td></td></tr><tr><td>Have employee watch orientation video</td><td>Employee must watch full video</td><td>pending</td><td></td></tr></tbody></table> | | | | Task | Description | Status | Attachment | Ensure employee completes application | Employee must completely fill out an application. This will be used to populate many other fields in the future | pending | | Create Windows Login | Create an account for the employee in active directory. | pending | | Have employee watch orientation video | Employee must watch full video | pending | |
| Task | Description | Status | Attachment | | | | | | | | | | | | | | | | |
| Ensure employee completes application | Employee must completely fill out an application. This will be used to populate many other fields in the future | pending | | | | | | | | | | | | | | | | | |
| Create Windows Login | Create an account for the employee in active directory. | pending | | | | | | | | | | | | | | | | | |
| Have employee watch orientation video | Employee must watch full video | pending | | | | | | | | | | | | | | | | | |

Click to view Task Details



Attachments:
Completed Comments:
Can Perform: Roles:
CC4F445C-9D43-4B88-ACA4-9F4ACFF0B49C
Admins

Close

Initiating a TaskFlow

As a Process Initiator, use the Actions Menu of the My TaskFlows Island to begin a new TaskFlow process. Click the Actions Menu icon, then select Start New TaskFlow.

Filter

| TaskFlow Name | Tasks Completed | Percentage | Delete |
|--|-----------------|--|---|
|  New Hire - Jane Smith 11223344 Employee New Hire Process started on 2/28/2018 4:37:59 PM | 0 of 3 | 0%  |  |

1. Click Actions

My TaskFlows Actions Menu 

Start New TaskFlow 

Rename Running TaskFlows

Reassign or Complete Running Taskflow Tasks

2. Click Start New

The first step will be to choose which TaskFlow you'd like to initiate. When you make a selection from this list, the rest of the form will pop into place. Give your new TaskFlow a name. Something like "New Hire Paperwork for Jane Smith". Next, choose roughly how many days you think each task in the TaskFlow will take to complete. Click Next to continue.

Start New TaskFlow
Start a new TaskFlow Process

Step 1 of 3

TaskFlow: Employee New Hire Process (only with tasks shown)

Item Name: New Hire - Jane Smith ex: Loan Application for John Smith

Employee Number: 123456 ex: LA234059

Employee New Hire Process TaskFlow Task List

| | | |
|---------------------|--|---|
| Days to Complete: 2 | Ensure employee completes application Performed By: Security, Security or Bruce Banner | Employee must completely fill out an application. This will be used to populate many other fields in the future |
| Days to Complete: 3 | Create Windows Login Performed By: Security, Security | Create an account for the employee in active directory. |
| Days to Complete: 4 | Have employee watch orientation video Performed By: Security, Security | Employee must watch full video |

Next Cancel

Based on the number of days estimated in the previous step, a calendar will appear with a yellow and green highlighted date. Choose a date from the calendar for the estimated overall TaskFlow completion date. Include any comments you'd like to include with this TaskFlow initiation, and click Next to continue.

Step 2 of 3

Based on due dates of the workflow tasks the Expected Completion Date should be on or after: "3/7/2018."
This date is based on the normal work week of only Monday - Friday.

Expected Completion Date: ≤ March 2018 ≥

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 25 | 26 | 27 | 28 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

Today Estimated TaskFlow Due Date

TaskFlow Comments:

Previous Next Cancel

The last step is just a short confirmation message, letting you know that certain members of the team will be getting alerts about this newly-initiated TaskFlow. Click Finish to wrap up the process and begin working on each separate task.

Step 3 of 3

Starting this process will cause an alert to be sent to each member of the roles identified for the selected TaskFlow. Any person within each role may fulfill their task by using the **My Assigned Tasks** island.

Previous Finish Cancel

Rename Running TaskFlow

Any TaskFlow that is in mid-process can be renamed by the Process Administrator. Just use the Island's Actions menu to select Rename Running TaskFlows.

The screenshot shows a table of TaskFlows. The first row is selected, and an 'Actions' menu is open. A callout box labeled '1. Click Actions' points to the gear icon in the top right corner. Another callout box labeled '2. Click Rename' points to the 'Rename Running TaskFlows' option in the menu.

| TaskFlow Name | Tasks Completed | Percentage | Delete |
|--|-----------------|-------------------|--------|
| New Hire - Jane Smith 11223344 Employee New Hire Process started on 2/28/2018 4:37:59 PM | 0 of 3 | 0% 0% 50% 100% | |

My TaskFlows Actions Menu

- Start New TaskFlow
- Rename Running TaskFlows
- Reassign or Complete Running Taskflow Tasks

Click Edit for the TaskFlow you'd like to change, update the information, and click Update to save.

The screenshot shows the 'Edit' form for a TaskFlow. Callout boxes indicate the steps: '3. Click Edit' points to the 'edit' link, '4. Make Changes' points to the 'Name' and 'Title' fields, and '5. Click Update' points to the 'update' button.

| Identifier | Name | Title | Description | Started On | |
|----------------------|----------|-----------------------|---------------------------|--|----------------------|
| edit | 11223344 | New Hire - Jane Smith | Employee New Hire Process | These are the steps that should be used to onboard a new employee. | 2/28/2018 4:37:59 PM |

| Identifier | Name | Title | Description | Started On | |
|---|---------------------------------------|--|---------------------------|--|----------------------|
| update cancel | <input type="text" value="11223344"/> | <input type="text" value="New Hire - Jane Smith"/> | Employee New Hire Process | These are the steps that should be used to onboard a new employee. | 2/28/2018 4:37:59 PM |

Reassigning or Complete Running TaskFlow Tasks

As the Process Manager, use the Actions menu to select Reassign or Complete Running TaskFlow Tasks.

The screenshot shows a table with the following columns: TaskFlow Name, Tasks Completed, Percentage, and Delete. A callout box labeled '1. Click Actions' points to a gear icon in the top right corner. Below the table, a dropdown menu titled 'My TaskFlows Actions Menu' is open, with a callout box labeled '2. Click Reassign or Complete' pointing to the 'Reassign or Complete Running Taskflow Tasks' option.

| TaskFlow Name | Tasks Completed | Percentage | Delete |
|--|-----------------|------------|--------|
| New Hire - Jane Smith 11223344 Employee New Hire Process started on 2/28/2018 4:37:59 PM | 0 of 3 | 0% | |

My TaskFlows Actions Menu

- Start New TaskFlow
- Rename Running TaskFlows
- Reassign or Complete Running Taskflow Tasks

Select a running TaskFlow from the dropdown menu and click View to see all the current tasks. Use the dropdown menu on any of the tasks to select either Reassign or Complete. Choosing Reassign will allow you to make changes to the list of Task Completers for this TaskFlow. Choosing Complete will allow you as the Process Manager to mark a task as complete, even though you might not be listed as the Task Completer. Either of these options can be an incredibly useful tool when your normal Task Completers are out on vacation.

The screenshot shows a list of tasks with columns: Task, Item, Task Due Date, Task Description, and Can Perform. A callout box labeled '3. Select TaskFlow' points to a dropdown menu showing 'New Hire - Jane Smith'. A callout box labeled '4. Click View' points to a 'View' button. A callout box labeled '5. Click Dropdown' points to a dropdown menu for the first task, which is open and shows 'Reassign' and 'Complete' options. A callout box labeled '6. Choose Reassign or Complete' points to these two options.

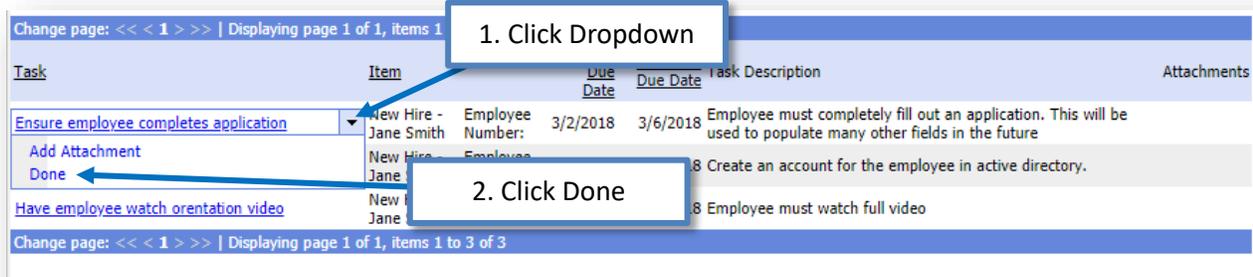
| Task | Item | Task Due Date | Task Description | Can Perform |
|---|-----------------------|---------------|---|--|
| Ensure employee completes application | New Hire - Jane Smith | | ...ely fill out an application. This will be used to ...lds in the future | Roles: CC4F445C-9D43-4B88-ACA4-9F4ACFF0B49C Admins |
| Create Windows Login | New Hire - Jane Smith | 3/3/2018 | Create an account for the employee in active directory. | Roles: CC4F445C-9D43-4B88-ACA4-9F4ACFF0B49C Admins |
| Have employee watch orientation v | | 018 | Employee must watch full video | Roles: CC4F445C-9D43-4B88-ACA4-9F4ACFF0B49C Admins |

Working with the My Assigned Tasks Island

The My Assigned Tasks island is used by individuals to view and complete any tasks that have been assigned to them as Task Completers. The user can attach files to a listed task from the dropdown seen below, before marking the task as complete.

Marking a Tasks as Complete

On the My Assigned Tasks Island, use the dropdown menu next to any task in the list, and click Done. Include any comments you'd like to share about the task at hand, and click OK to finish it!

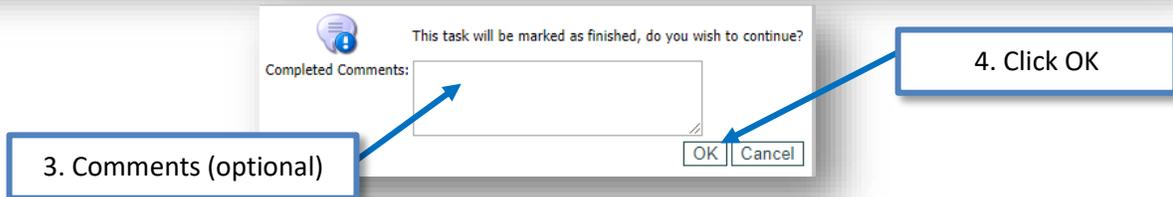


1. Click Dropdown

| Task | Item | Due Date | Due Date | Task Description | Attachments |
|---|-----------------------|------------------|----------|------------------|---|
| Ensure employee completes application | New Hire - Jane Smith | Employee Number: | 3/2/2018 | 3/6/2018 | Employee must completely fill out an application. This will be used to populate many other fields in the future |
| Add Attachment | New Hire - Jane | Employee | | | 8 Create an account for the employee in active directory. |
| Done | New Hire - Jane | | | | 8 Employee must watch full video |

2. Click Done

Change page: << < 1 > >> | Displaying page 1 of 1, items 1 to 3 of 3



3. Comments (optional)

This task will be marked as finished, do you wish to continue?

Completed Comments:

OK Cancel

4. Click OK

Take Note!

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Last Updated March, 2018